Hi New Tenant,

Welcome to your new home! We hope you're settling in nicely and are looking forward to making this place your own.

Just a few things we wanted to make sure you were aware of:

**1. Utilities**

You will be responsible for the **electric, gas, cable/ internet** utilities. If you do not have these set up here are a few options to consider:

Electricity: **Electric Company**

Gas: **Gas Company**

Cable/Internet: **Cable/ Internet Company**

**2. Insurance**

Renters insurance is required. Our insurance policy will not cover your personal belongings in the event of a fire, theft, or other disaster. [*Apollo*](https://info.apollocover.com/frontlobby) will provide you with a free estimate if you have not yet made arrangements.

**3. Move-in Day**

Your lease start date and move-in date is **January 1st**. We will be preparing the property for your arrival so please make arrangements to begin your move-in at **1pm.** Please text or call me at 222-333-4444 the day before your lease starts to arrange to pick up the keys.

**4. Move-in and Move-out Checklist**

Attached is move-in checklist. Please fill in the checklist, sign it and return it to me within the first 24 hours of your move-in. Before you move out, we will review the checklist together to check for any damages above normal wear-and-tear.

**5. Rent Payments**

Thank you for already proving me with **first and last month’s rent**.

As we discussed, we [*report monthly rent payments to the credit bureaus*](https://frontlobby.com/tenant-benefits-canada/)*.* On-time rent payments can help you build your credit score and history. Payments are due on the **first** of the month. If I have not received rent by the **fifth** of the month it will be considered late and will be reported.

**6. Maintenance Requests**

Please notify me immediately if there is a maintenance issue or a required repair. I'll book an appointment and let you know when it will be fixed.

If there is a maintenance emergency, you can call me directly at **222-333-4444** OR you can contact my emergency repairman at **555-666-7777**.

**7. Garbage and Recycling**

Garbage is picked up on **Tuesdays** and **Thursdays.** Please put your trash in the bins provided and place them curbside on those days.

Recycling is picked up on **Wednesdays**. Please place your recyclables in the bins provided and place them curbside on that day.

Please make sure to keep the garbage and recycling bins clean and free of debris.

**8. Laundry Room**

The laundry room is located in the basement and is open from **8am to 10pm**. Please be considerate of other tenants when using the space and clean up after yourself when you are done. The machines are coin operated and take quarters.

**9. Parking**

There is parking available in the back of the building for tenants. Please do not park in the fire lane or block other cars. Visitor parking is available in the front of the building and requires a permit that can be obtained from the leasing office.

**10. The Property**

To prepare for your arrival the unit was professionally cleaned and the carpets were shampooed. It is important you feel welcome, comfortable, and safe in your new home. Please maintain the unit in a clean and orderly fashion. If at any time you have questions or concerns about the condition of your unit or building, please contact us right away.

**11. Contact Info**

If you need to get ahold of me for any reason please do not hesitate to call, email, or text.

Email: **landlord@gmail.com**

Call/Text:**847-888-9999**

I hope you will be happy in your new home! Please do not hesitate to reach out to me.

Thank you for choosing our community as your new home.

Sincerely,

Your landlord